Job Title	Information Technology Evaluation Manager
PVN ID	MD-2410-006534
Category	Research
Location	CUNY SCHOOL OF MEDICINE
Department	Office of Research
Status	Part Time
Hourly Rate	$33.50-$33.50
Hour(s) a Week	0.00-20.00
Closing Date	Dec 30, 2024 (Or Until Filled)

General Description

The CUNY School of Medicine (CUNY MED) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, CUNY MED has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs) and reporting to the RCMI Internal Evaluator, the IT Evaluation Manager (ITEM) is responsible for creating and maintaining the NYC-MHESJ IT network interface, including Intranet, user dashboard, and backup systems. The ITEM will collaborate with NYC-MHESJ leadership, external constituents, and NIMHD's Division of Policy, Planning, & Measurement to manage and support training on learning evaluation activities, including instrument development and data collection. The ITEM will merge personnel, learning management, and longitudinal survey data from multiple complex systems to elucidate the impact of organizational characteristics, research skill reinforcement strategies, strength-based engagement, and interpersonal helping skills on improving the overall quality of research activities among NYC-MHESJ populations. Other evaluation activities include developing knowledge tests, collecting, analyzing, and reporting on participant data generated from multiple

surveys, and producing real-time reports and dashboards so that results will inform ongoing program development and quality improvement.

Other Duties

- Create and maintain the NYC-MHESJ IT network interface, intranet, user dashboard, and backup systems
- Use of web-based programming platforms, data systems, and other software relevant to the implementation of NYC-MHESJ core activities
- Assist the Internal Evaluator & Evaluation Project Manager on matters about the statistical & evaluation needs of NYC-MHESJ MPIs, Core Co-leaders, Research Project PIs, and Pilot Project PIs
- Provide Internal Evaluator and Evaluation Project Manager with data collection and technical computer support for NYC-MHESJ community partners
- Assist the Internal Evaluator with designing and maintaining data entry templates, coding manuals, and data dictionaries, and prepare reports as needed
- Collaborate with the NYC-MHESJ project team, contribute to the documentation of programmatic data, and implement approved database changes as directed by the Internal Evaluator
- Protect the confidentiality of all NYC-MHESJ data to ensure compliance with FERPA and/or HIPAA regulations
- Performs other duties as assigned

Qualifications

- A Master's Degree in a relevant field of study from an accredited institution and at least three to six (3-6) years of Information Technology/Web-Based Programming experience pertinent to the scope and complexity of large NIH research grants; OR
- A Ph.D. in a relevant field of study from an accredited institution, a record of research, publishing, and scholarship, and at least (2) years of additional Information Technology/Web-Based Programming experience pertinent to the scope and complexity of large NIH research grants; OR
- A background in Information Technology and an equivalent record of web-based programming experience pertinent to the scope and complexity of large NIH research grants; AND
- Possession of the core competencies required at the time of hire AND
- Timely availability to begin and direct the project core; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration.

Core Competencies:

- Experience creating and maintaining IT network systems and backup systems
- Knowledge of web-based programming platforms, data systems, and other software relevant to the implementation of NYC-MHESJ activities
- Ability to assist on matters about NYC-MHESJ statistical & evaluation needs, including the design of data entry templates, data analysis, and report preparation
- Experience providing technical computer and data maintenance assistance to external partners

- Ability to assist with the use of statistical program packages, file editing systems, programs, and other computational skills of primary importance to NYC-MHESJ evaluation activities
- Ability to implement approved database changes as directed by NYC-MHESJ Internal Evaluator
- Ability to communicate effectively with project staff and internal & external constituents as needed for NYC-MHESJ documentation activities, technical and data support
- Knowledge of FERPA and/or HIPAA regulations to ensure the confidentiality of project data, ensuring compliance with all regulations of a large NIH-Funded research project
- Authentic passion for CUNY MED's mission